TRAINING OPPORTUNITIES

On-Demand Training

We are busy juggling work, family & other responsibilities, so it's understandable if we sometimes can't spare 60 minutes or more for a training session, no matter how informative or engaging it is. The On-Demand training sessions from the Employee Assistance program are (5-10 minutes) training modules which include fun, interactive features & help us build practical skills to deal with real-life challenges. Topics include Balancing Work & Life, Managing Personal Finances, Time Management Tools & Personal Health. Information can be found on the EAP web portal www.guidanceresources.com.

On-Going State Resource

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
On-going Self-Paced	Harassment Prevention Training	$0*	KS Human Rights Commission (KHRC) - **Visit online** at: http://www.da.ks.gov/ps/training/lectora%20harassment-2/	Online	All Employees	This online course promotes an understanding & increased awareness of harassment, including sexual harassment. This presentation defines an inclusive workplace, reviews why an inclusive workplace is important, discusses workplace harassment, including sexual harassment, & provides guidance on what to do if you feel that you have been harassed. If you are a supervisor, this presentation reviews what you should do if you receive a report of harassment or witness harassment.
On-going Self- Paced	KS New Employee Orientation (ID #: 1051574) Successfully Dealing with Challenging Customers (ID #: 1069122)	$0*	KS Department of Health & Environment (KDHE) and KS Department of Commerce - KS New Employee Orientation Successfully Dealing with Challenging Customers Visit **KANSAS TRAIN** at https://www.train.org/ks/, register/login, & look up by Course ID#	Online	All Employees	New Employee Orientation: Provides necessary vital information to newly hired employees regarding benefits, policies, procedures & expectations. Successfully Dealing with Challenging Customers: This online course identifies reasons customers may appear unreasonable & what gets in the way of working with challenging customers. Describes the importance & best practices of effective communication with your customers. This online course is designed to equip employees with knowledge needed to work with challenging customers & best serve those customers effectively.
On-going Self-Paced	FMLA Supervisory Training	$0*	KS Department of Administration (KDoA) - **Visit online** at: http://da.ks.gov/ps/training/fmla/	Online	Supervisors	In this online course, participants will be given the information necessary to better understand & apply the regulations outlined by the Family and Medical Leave Act (FMLA). This course is designed to give a general understanding of FMLA law & practical guidance on its administration. More specifically, participants will learn how their role as a supervisor is important in ensuring proper management of the law.
On-going Self-Paced	FMLA Training for Employees	$0*	KS Department of Administration (KDoA) - **Visit online** at: http://da.ks.gov/ps/training/employeefmla5/	Online	All Employees	In this online course, participants will be given the information necessary to better understand & apply the regulations outlined by the Family and Medical Leave Act (FMLA). This course is designed to give a general understanding of the FMLA law & how it applies to State employees. Participants will learn what might trigger a FMLA event, how they would apply for FMLA & what their responsibilities would be while on FMLA.

On-going Self-Paced	HIPAA Awareness (ID #: 1047429) HIPAA: Allowable Disclosures & Safeguards (ID #: 1072478) HIPAA: Right to Access & Documentation (ID #: 1072486)	$0*	KS Department of Health & Environment (KDHE) - Visit **KANSAS TRAIN** at https://www.train.org/ks/, register/login, & look up by Course ID#	Online	All Employees	HIPAA Awareness: After completing this online course, you will be able to explain the source of HIPAA, indicate two on-site HIPAA information sources & identify two HIPAA rules & two consequences of HIPAA violations. HIPAA: Allowable Disclosures & Safeguards: After completing this online course, you will be able to determine possible Protected Health Information (PHI) & how to safeguard it. You will also be able to determine correct action related to incidental disclosure, define the minimum necessary information applicable to the job & determine correct actions, differentiate exempt disclosures from non-exempt Protected Health Information (PHI) & determine correct actions, respond correctly to information transmission format scenarios & locate a resource for further information. HIPAA: Right to Access & Documentation: After completing this online course, you will be able to recognize that your organization has HIPAA forms & compliance officer. You will also be able to demonstrate concept mastery through scenario decision making & locate resources for further information.
On-going Schedule by Appointment	Inappropriate Behavior & the Inclusive Workplace	$0*	KS Human Rights Commission (KHRC) - **Ruth Glover** at: Ruth.Glover@ks.gov	By Appointment	All Employees	The presentation includes a definition of an inclusive workplace, a review of why an inclusive workplace is important, discussion of workplace harassment, including sexual harassment & behavior that, although it does not meet the definition of harassment, is still inappropriate in the workplace. Includes numerous examples of harassing behavior & inappropriate behavior. Includes a video on sexual harassment. Can include an optional quiz, acknowledgement of training form, and/or video on diversity.
On-going Schedule by Appointment	Records Management 101	$0*	KS Historical Society (KSHS) - **Megan Rohleder** at: Megan.Rohleder@ks.gov or **Ethan Anderson** at: Ethan.Anderson@ks.gov	By Appointment	Records Officers or Designees; All Employees	This course covers the basic information needed for records managers, Records Officers, or designees revising retention schedules for their agencies. The course also walks attendees through why records management is important, legal requirements, paper & electronic records, the State Records Board, & Electronic Records Committee. The course concludes with a hands on workshop designed to introduce attendees to revising & constructing retention schedules & helpful advice on how to start revisions of their agency's schedule.
On-going Schedule by Appointment	Shared Drive Clean Up	$0*	KS Historical Society (KSHS) - **Megan Rohleder** at: Megan.Rohleder@ks.gov or **Ethan Anderson** at: Ethan.Anderson@ks.gov	By Appointment	All Employees	This course covers the basics of cleaning up an agency or division shared drive. The course walks attendees through the process of how to identify what records are in the shared drive, who created them, retention requirements & programs/software that will identify duplicate records & will clean up space for future use. The course will include a hands on demonstration of software used by the Historical Society in managing a shared drive.

On-going Self-Paced	State Library - LearningExpress Library	$0*	State Library of Kansas (SLK) - **Sarah Tenfelde-Dubois** at: Sarah.Tenfelde-Dubois@ks.gov	Online	All Employees	LearningExpress Library is a system of online tutorials, eBooks & other materials funded & made available to all Kansans by the State Library of Kansas. State employees will be most interested in the software tutorials available in this product (certificate on completion), but please note this contains a "Center" for various learning audiences. Practice tests for the Praxis, Law Enforcement, ACT/GED/GRE & more occupational or entrance exams are available to all Kansans. **Visit** http://kslib.info/LEL & **register** for your personal account & use these materials. Courses Offered include: Adobe Dreamweaver, Adobe Flash, Adobe Illustrator, Adobe Photoshop, Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Project, Microsoft Publisher, Microsoft SharePoint Designer, Microsoft Visio, Microsoft Word, & Windows and Mac Operating Systems Course; Writing Skills for the Workplace; Math Review
On-going Self-paced	State Library - Universal Class	$0*	State Library of Kansas (SLK) - **Sarah Tenfelde-Dubois** at: Sarah.Tenfelde-Dubois@ks.gov	Online	All Employees	Universal Class is a system of online courses in over 500 topics, funded & made available to all Kansans by the State Library of Kansas. Join a full course for instructor interaction, assignments & Continuing Education credits upon completion; or just watch (audit) the lecture videos to brush up on a topic. **Visit** http://kslib.info/uclass & **register** for a personal account to join or audit a course. Courses Offered include: Adobe Dreamweaver, Adobe Flash, Adobe Illustrator, Adobe Photoshop, Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft Project, Microsoft Publisher, Microsoft SharePoint Designer, Microsoft Visio, Microsoft Word & Windows and Mac Operating Systems Course; Writing Skills for the Workplace; Math Review
On-going Self- Paced	The Employee Assistance Program (EAP) offering: Personal Counseling, Legal Advice & Discounts, Personal Money Management Advice, Work-Life Solutions & More!	$0*	Employee Assistance Program (KDHE) - **Lucas Dudgeon** at: Lucas.Dudgeon@ks.gov	Online	All Employees	ComPsych is the provider for the Employee Assistance Program (EAP) services for the State Employee Health Plan (SEHP). The EAP has Guidance Experts to give you someone to talk to, offer expert financial & legal advice when you need it, help you discover your best financial options, assist in finding elder & child care & even someone to delegate to help you with your "to-do" list. There are also monthly webinars, articles, podcasts, videos & e-books over popular work-life topics available at no cost. **Call** 1.888.275.1205 Option 1 or **go online** at www.guidanceresources.com (For first time users-Web ID: SOKEAP) to get access to timely, expert information on thousands of topics, including relationships, work, school, children, wellness, legal, financial & more.

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

Please provide the employee's ID, full name & email address when requesting course registration. Accommodations are arranged & covered by the employee's agency.

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December 2019 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
12/17/2019 - 3:00 PM to 4:00 PM	*FEATURED* Managing Holiday Stress	$0*	KS Department of Health & Environment (KDHE) and ComPsych - Register **online** at: https://register.gotowebinar.com/register/6779921146508670467	Online	All Employees	The approaching holiday season brings many expectations. Often this makes us feel like we are being pulled in a hundred different directions. There are office parties to attend, family get-togethers to schedule, children's holiday recitals & gifts to buy. The holidays can be one of the happiest times of the year, yet it can also be one of the most stressful. Maintaining balance & keeping stress from overwhelming you are keys to an enjoyable holiday season. This workshop provides an overview of common stressors people encounter during the holidays & offers "stress buster" tips to help you get the most possible enjoyment out of the season.
12/5/2019 - 8:30 AM to 4:30 PM	PowerPoint 2016 Level 1	$60	KS Department of Transportation (KDOT) - **KDOT Computer Training Component** at: kdot.kctc@ks.gov *or* **Ingrid Vandervort** at: (785) 296-8993	Eisenhower State Office Building	All Employees	This course teaches participants how to create, modify, format, build & run PowerPoint slideshows, as well as use WordArt, AutoShapes, ClipArt & graphic objects. Participants will learn about the toolbars, use the clipboard task pane & create tables using tabs. Participants will also learn to use the Slide transition task pane.
12/6/2019 - 10:30 AM to 11:30 AM	Great Minds	$0*	KS Department of Administration (KDoA) - **Craig Kibbe** at: Craig.Kibbe@ks.gov	Landon State Office Building, Conference Rm 560	All Employees	Collaborative discussions aimed to develop & connect our State of Kansas Workforce. The topic/article will vary from month to month, but generally involves leadership, innovation, communication or other trending workplace issues. Register ahead to receive a link to the article that will be discussed. Please receive your supervisor's permission to attend.
12/10/2019- 12/11/2019 - 8:30 AM to 3:30 PM	SQL Fundamentals	$80	KS Department of Transportation (KDOT) - **KDOT Computer Training Component** at: kdot.kctc@ks.gov *or* **Ingrid Vandervort** at: (785) 296-8993	Eisenhower State Office Building	All Employees	This course is a basic introduction to SQL. Participants will learn about retrieving data from a table, using operators, functions, joins & subqueries. Upon completion of this course participants will receive a certificate.
12/10/2019- 12/11/2019 - 8:30 AM to 3:30 PM	Visio Basics	$60	KS Department of Transportation (KDOT) - **KDOT Computer Training Component** at: kdot.kctc@ks.gov *or* **Ingrid Vandervort** at: (785) 296-8993	Eisenhower State Office Building	All Employees	This course is for participants with little to zero Visio experience. Participants will learn to navigate in a file, work with stencils, select & resize objects, draw & reshape objects, plan a flowchart & create a simple organizational chart. Participants will also format text & text blocks, create network, rack & brainstorm diagrams and use print features.

Date/Time	Course	Cost	Contact	Location	Audience	Description
12/12/2019 - 10:00 AM to 12:00 PM	Ouch! That Stereotype Hurts for Employees	$0*	KS Department of Transportation (KDOT) - **Andreana Albott** at: Andreana.Albott@ks.gov	District 4 Chanute, KS	All Employees	This course helps participants understand that working effectively with people can sometimes be our biggest challenge. Our role as state employees is complex whether it is working successfully with co-workers or partners in the community. Being able to understand each other is the most critical component of our job & in the end it will determine our success. Participants will explore the meaning of Cultural Diversity, reflect on what diversity means to us individually & explore different ways we form opinions about other people & how these opinions can impact our communication styles & behavior in a positive or negative way.
12/12/2019 - 8:30 AM to 11:30 AM	ArcGIS Online	$50	KS Department of Transportation (KDOT) - **KDOT Computer Training Component** at: kdot.kctc@ks.gov *or* **Ingrid Vandervort** at: (785) 296-8993	Eisenhower State Office Building	All Employees	What is ArcGIS Online? It's accessing online & adding data. In this course participants will create a web map & analysis data, share data, use an existing map & get to know the mapping functions. Participants will also use the drawing order, legend formatting, Basemap, add layers, change style, analyze, save & share.
12/17/2019 - 8:30 AM to 2:30 PM	Excel 2016 Level 2	$60	KS Department of Transportation (KDOT) - **KDOT Computer Training Component** at: kdot.kctc@ks.gov *or* **Ingrid Vandervort** at: (785) 296-8993	Eisenhower State Office Building	All Employees	In this course participants will work with concepts such as consolidating data, creating a workspace, adding comments to cells & workbooks, define and apply cell & range names, create & manage templates, publish a worksheet as a PDF file, use advanced formatting techniques, sort lists & create and format a table. Participants will also save a worksheet as a Web page, use the AutoRepublish feature, insert & edit hyperlinks in worksheets & send a workbook via e-mail.
12/17/2019- 12/19/2019 - 8:30 AM to 3:30 PM	MicroStation	$170	KS Department of Transportation (KDOT) - **KDOT Computer Training Component** at: kdot.kctc@ks.gov *or* **Ingrid Vandervort** at: (785) 296-8993	Eisenhower State Office Building	All Employees	This is a basic level class for users to learn the tools associated with this engineering design software.
12/18/2019 - 8:30 AM to 3:30 PM	Word 2016 Level 2	$60	KS Department of Transportation (KDOT) - **KDOT Computer Training Component** at: kdot.kctc@ks.gov *or* **Ingrid Vandervort** at: (785) 296-8993	Eisenhower State Office Building	All Employees	This course will go over how to create & format sections in a document, create multiple columns & sort text in columns. Participants will work with tables by formatting the cell text, resizing rows & columns, adding borders & shading, using the Table Auto Format command & drawing a table, import Excel data into Word tables, use formulas to perform calculations and link & embed Excel data. Participants will also create & modify styles to format text & to set up & use different views, including Outline view, the Document Map pane and thumbnails, create & manipulate Headers & Footers, working with Styles, creating labels & envelopes and work with Graphics Revisions in a document.

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
12/19/2019 - 8:30 AM to 11:30 AM	Please Respect My Generation	$0*	KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov	Eisenhower State Office Building, East Tower Conference Rm	All Employees	This course discusses the major dynamics affecting the workplace today by introducing participants to the five generations of the workplace. This course introduces leaders to a practical approach in handling the sticky situations that arise from generational gaps. Participants will gain a better understanding of why each of the five generations perform the way they do.
12/19/2019 - 8:30 AM to 3:30 PM	Outlook 2016 Level 2	$60	KS Department of Transportation (KDOT) - KDOT Computer Training Component at: kdot.kctc@ks.gov or Ingrid Vandervort at: (785) 296-8993	Eisenhower State Office Building	All Employees	In this course participants will customize the Outlook environment via the Ribbon, Quick Access Toolbar, To-Do Bar & Reading Pane, create groups, shortcuts & address books, customize email options, set alerts & use voting buttons. Participants will also use & customize instant search of the Inbox, all folders, Contacts, Tasks & Calendar, use categories, rules & automatic Reply messages, use advanced methods of setting up, organizing & moving items within folders & sub-folders (including folder clean-up & deletion of folders), create, delete & use public folders & learn to post & delete items within public folders.
12/19/2019 - 1:00 PM to 4:00 PM	Oh Snap, You Did Exactly What I Told You To Do	$0*	KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov	Eisenhower State Office Building, East Tower Conference Rm	All Employees	This course examines communication practices in the workplace, how they impact an organization's vision, mission & values. Participants will explore four types of communication barriers & the sender/receiver roles in the transfer of information. Hands on activities in this course will help engage that visual, auditory & kinesthetic learner to better understand communication & employee performance.
12/20/2019 - 9:00 AM to 5:00 PM	Adult & Infant CPR, AED & First-Aid Anaphylaxis/Asthma Inhaler Assistance (ID: 1084865)	$0*	KS Department of Health & Environment (KDHE) - Register online at KANSAS TRAIN https://www.train.org/ks/, register/login, & look up by Course ID#	Curtis State Office Building, Conference Rm 530	All Employees	This training workshop will provide First-Aid and Adult & Infant CPR/AED, Anaphylaxis & Asthma Inhaler training. The training workshop will consist of reviewing video segments, practicing & performing skills for evaluation & completion of written exams. NOTE: For participants wanting or requiring certification, a fee of $38 will be assessed. Please contact Jonathan Wood at Jonathan.Wood@ks.gov, for any certification fee questions & payment.

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

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January 2020 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
1/8/2020 - 8:30 AM to 9:30 AM	Kansas Governmental Ethics	$0*	KS Department of Transportation (KDOT) - Andreana Albott at: Andreana.Albott@ks.gov	Eisenhower State Office Building, 4th Floor Auditorium A	All Employees	This course will introduce State employees to the State's ethics laws governing meals, gifts, entertainment & travel. Participants will learn how these laws apply to them & their workplace. Understanding ethical guidelines & laws each state employee must follow will ensure their continued success & productivity without fear of reprisals or violating the law.

Date/Time	Course	Cost	Contact	Location	Audience	Description
1/8/2020 - 10:30 AM to 11:30 AM	Kansas Governmental Ethics	$0*	KS Department of Transportation (KDOT) - **Andreana Albott** at: Andreana.Albott@ks.gov	Eisenhower State Office Building, 4th Floor Auditorium A	All Employees	This course will introduce State employees to the State's ethics laws governing meals, gifts, entertainment & travel. Participants will learn how these laws apply to them & their workplace. Understanding ethical guidelines & laws each state employee must follow will ensure their continued success & productivity without fear of reprisals or violating the law.
1/14/2020 - 12:30 PM to 3:30 PM	Professionalism 101 (RVHR1400)	$0*	KS Department of Revenue (KDOR) - **George Waters** at: George.Waters@ks.gov	Zibell Building, 300 SW 29th Honeybee Rm Topeka	All Employees	This course will cover composing solid cover letters, creating & updating portfolios & resumes, the interview process & what to do after the interview.
1/15/2020 - 8:30 AM to 11:30 AM	5 Dysfunctions of a Team	$0*	KS Department of Transportation (KDOT) - **Andreana Albott** at: Andreana.Albott@ks.gov	Eisenhower State Office Building, East Tower Conference Rm	All Employees	This course teaches participants to understand the differences in how individuals work is a challenging process. Upon completion, participants will understand the difference in values, beliefs & morals of each employee that is assigned to the Agency. Participants will also learn to successfully work through the identified dysfunctions to create teams that are healthy, productive & functional.
1/15/2020 - 12:30 PM to 3:30 PM	Accountability Matters: Can We Count on You?	$0*	KS Department of Transportation (KDOT) - **Andreana Albott** at: Andreana.Albott@ks.gov	Eisenhower State Office Building, East Tower Conference Rm	All Employees	This course challenges participants to explore the practical application of "accountability" in the workplace. We are all accountable - to the traveling public as well as to the person at the next desk or workstation. It is important to take ownership of our work, commit to doing it right, and on time. In additional, it's also important to help our co-workers succeed at their task as appropriate.
1/21/2020 - 8:30 AM to 11:30 AM	Dealing with Difficult People (RVHR1011)	$0*	KS Department of Revenue (KDOR) - **George Waters** at: George.Waters@ks.gov	Zibell Building, 300 SW 29th Honeybee Rm Topeka	All Employees	This course will give you concrete ways to deal with the difficult people in your life. It provides specific strategies for getting adversaries to cooperate, bullies to back off, wallflowers to open up, chronic complainers to quiet down & it will demonstrate how your actions can be inadvertently creating the difficult people in your life!
1/27/2020- 1/29/2020 - 8:30 AM to 4:30 PM	Training of Trainers	$0*	KS Department of Transportation (KDOT) - **Andreana Albott** at: Andreana.Albott@ks.gov	Eisenhower State Office Building, East Tower Conference Rm	All Employees	This course is designed to teach participants how to apply proven & successful training concepts & understand the value in creating a Trainer's Guide, Learner's Guide, Power-Point slide show & any other additional training aides relevant in order to support the trainer and provide a conducive learning experience for the participant. During this course they will learn the advantages of working with the ADDIE model when approaching a new training topic. Participants will identify the difference between Andragogy & Pedagogy, gain knowledge on the benefits of understanding the different learning styles & use Blooms Taxonomy to help design powerful yet attainable objectives for their new curriculum. It will expose them to specific do's & don'ts for facilitators & give them an opportunity to use all of these skills when they design & facilitate a mini training session for their peers.

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

Please provide the employee's ID, full name & email address when requesting course registration. Accommodations are arranged & covered by the employee's agency.

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February 2020 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
2/4/2020-2/6/2020 - 8:30 AM to 4:30 PM	Leadership Basics	$0*	KS Department of Transportation (KDOT) - **Andreana Albott** at: Andreana.Albott@ks.gov	Eisenhower State Office Building, East Tower Conference Rm	Supervisors	This 3-day course allows for new supervisors & up-and-coming leaders with informal leadership roles a unique approach to developing fundamental leadership skills essential to success in our organizations. This course demonstrates that leadership & the process of developing our own leadership abilities & those of others, is often a collection of experiences, courses, trainings & skills.
2/7/2020 - 10:30 AM to 11:30 AM	Great Minds	$0*	KS Department of Administration (KDoA) - **Craig Kibbe** at: Craig.Kibbe@ks.gov	Landon State Office Building, Conference Rm 560	All Employees	Collaborative discussions aimed to develop & connect our State of Kansas Workforce. The topic/article will vary from month to month, but generally involves leadership, innovation, communication or other trending workplace issues. Register ahead to receive a link to the article that will be discussed. Please receive your supervisor's permission to attend.
2/11/2020 - 8:30 AM to 12:00 PM	On the Job Trainer (RVHR1060)	$0*	KS Department of Revenue (KDOR) - **George Waters** at: George.Waters@ks.gov	Zibell Building, 300 SW 29th Honeybee Rm Topeka	All Employees	This course is a Train-the-On-the-Job Trainer workshop. It provides guidelines for planning & conducting effective on-the-job training sessions. On the Job Training is characterized as a less formal training method whose purposes is to provide trainees the skills required to perform their job. It is often facilitated by subject matter experts who do not have a background in training. This course will outline a 4-step plan that allows anyone to create on-the-job training programs that help employees develop essential skills & improve performance.
2/10/2020 - 10:00 AM to 11:30 AM	Stop the Bleed (ID: 1081985)	$0*	KS Department of Health & Environment (KDHE) - Register **online** at **KANSAS TRAIN** https://www.train.org/ks/, register/login, & look up by Course ID#	Curtis State Office Building, Conference Rm 530	All Employees	Massive bleeding from any cause but particularly from an active shooter or explosive event where a response is delayed can result in death. Similar to how the general public learns & performs CPR, the public must learn proper bleeding control techniques, including how to use their hands, dressings & tourniquets. Victims can quickly die from uncontrolled bleeding, within five to 10 minutes.
2/11/2020 - 9:30 AM to 12:30 PM	The Happiness Advantage	$0*	KS Department of Transportation (KDOT) - **Andreana Albott** at: Andreana.Albott@ks.gov	Eisenhower State Office Building, East Tower Conference Rm	All Employees	This course introduces participants to the Happiness Advantage to promote positive behaviors in life & in the workplace. Participants will learn the importance of overcoming stress & negativity to create a work environment that is pleasant & stimulating. Participants will learn how stress affects team members differently & how to recognize when it is hurting productivity.
2/11/2020 - 1:30 PM to 4:30 PM	How Full Is Your Bucket?	$0*	KS Department of Transportation (KDOT) - **Andreana Albott** at: Andreana.Albott@ks.gov	Eisenhower State Office Building, East Tower Conference Rm	All Employees	This course addresses how to define, identify & minimize negativity in the workplace. Based on the book "How Full Is Your Bucket", by Tom Rath & Donald Clifton, participants will learn the theory of the bucket & the dipper to in this fresh & interactive classroom experience suitable for all State employees.

Date/Time	Course	Cost	Contact	Location	Audience	Description
2/18/2020 - 8:30 AM to 10:30 AM	Ouch! That Stereotype Hurts for Employees	$0*	KS Department of Transportation (KDOT) - **Andreana Albott** at: Andreana.Albott@ks.gov	Eisenhower State Office Building, East Tower Conference Rm	All Employees	This course helps participants understand that working effectively with people can sometimes be our biggest challenge. Our role as state employees is complex whether it is working successfully with co-workers or partners in the community. Being able to understand each other is the most critical component of our job & in the end it will determine our success. Participants will explore the meaning of Cultural Diversity, reflect on what diversity means to us individually & explore different ways we form opinions about other people & how these opinions can impact our communication styles & behavior in a positive or negative way.
2/18/2020 - 12:30 AM to 4:00 PM and; 2/19/2020 - 8:30 AM to 12:00 PM	Presentation Skills (RVHR1308)	$0*	KS Department of Revenue (KDOR) - **George Waters** at: George.Waters@ks.gov	Zibell Building, 300 SW 29th Honeybee Rm Topeka	All Employees	"According to most studies, people's number 1 fear is public speaking. Number 2 is death. Death is number 2. Does that sound right? This means to the average person, if you go to a funeral, you're better off in a casket than doing the eulogy." -Anonymous

If you feel yourself relating to the above quotation, Presentation Skills is the course for you. With a maximum class size of 6, Presentation Skills provides a safe & supportive environment to develop & practice public speaking skills. The course will help presenters identify their strengths in preparing & delivering presentations. Some areas to be covered are: speaking fears & coping mechanisms, writing clear objectives, audience analysis, organization, visual aids & staging. Participants will complete a Presentation Skills Profile to assess areas of growth. Using the results of the Profile & the tools provided through a Presentation Skills Model, participants will develop & deliver a 5-10 minute presentation. Feedback over individual presentation will be given by the instructor & participants for later review by the presenter. This course will not only be beneficial to Managers, Supervisors & Team Leaders that give presentation often, but also useful for individuals that want to develop or hone their presentation skills. |
| 2/25/2020 - 8:30 AM to 11:30 AM | Generational Differences (RVHR4007) | $0* | KS Department of Revenue (KDOR) - **George Waters** at: George.Waters@ks.gov | Zibell Building, 300 SW 29th Honeybee Rm Topeka | All Employees | Embracing the diversity of different generations is a must in today's workforce. To build strong work teams & associate relationships, you must strive to understand the differences that exist in the workplace. This informative & interactive workshop gives insight into the personality & job-related traits of the generations in the workforce today. |

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

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March 2020 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
3/4/2020 - 9:00 AM to 3:00 PM	Learning to Lead	$0*	KS Department of Administration (KDoA) - **Craig Kibbe** at: Craig.Kibbe@ks.gov	Landon State Office Building, Conference Rm 509	Non-Supervisory Employees	This course is designed for employees who are not currently in a leadership role, but hope to be someday. You will be walked through a process you can use to grow & equip yourself, so you can be in a position to lead before you find yourself in a leadership position. Topics include identifying your personal leadership identity, developing a personal credo, looking at the leadership characteristics needed for the future & discovering the personal values that influence your attitudes & behavior.
3/10/2020 - 8:30 AM to 11:30 AM	Myers-Briggs Type Indicator (RVHR1000)	$50	KS Department of Revenue (KDOR) - **George Waters** at: George.Waters@ks.gov	Zibell Building, 300 SW 29th Honeybee Rm Topeka	All Employees	This course provides participants with an understanding of the purpose & benefits of the Myers-Briggs Type Indicator (MBTI) inventory as well as understanding their own MBTI personality type. During this course, participants will have an opportunity to complete the inventory, receive computer-scored results, receive an interpretation & compare their results with a self-assessment. The Myers-Briggs Type Indicator instrument is the most widely used & respected personality inventory in history. We can depend on this assessment when making important business, career, or personal decisions. The MBTI inventory helps you improve work & personal relationships, increase productivity & identify leadership & interpersonal communication preferences. The standard assessment uses 93 items to determine your preferences on 4 scales: Extraversion - Introversion Sensing - Intuition Thinking - Feeling Judging - Perceiving The MBTI classifies 16 different ways that we relate to each other & provides powerful insights into our own communication styles & the communication styles of others.
3/17/2020 - 8:30 AM to 11:30 AM	Coping with Stress (RVHR1503)	$0*	KS Department of Revenue (KDOR) - **George Waters** at: George.Waters@ks.gov	Zibell Building, 300 SW 29th Honeybee Rm Topeka	All Employees	Stress is a common feeling we all experience at times. Some stress is good for us & helps us to perform our best. But when we are under too much stress for too long, our performance decreases & our overall health & wellbeing is affected. This interactive course will help you identify & manage stress, set limits, problem-solve & engage in self-care.
3/17/2020 - 8:30 AM to 11:30 AM	Gung Ho	$0*	KS Department of Transportation (KDOT) - **Andreana Albott** at: Andreana.Albott@ks.gov	Eisenhower State Office Building, East Tower Conference Rm	All Employees	Getting employees to care about their work is not always an easy task. Gung Ho! provides three important principles for motivating employees & increasing overall productivity. This course is designed to help learners focus on understanding the importance of inspiring others in the way they lead. This course will enable participants to have a clear understanding as to how they positively or negatively influence work environments & challenge themselves to seek out new ways of improving service delivery & quality service.

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
3/17/2020 - 12:30 PM to 4:30 PM	Taking Charge of Change	$0*	KS Department of Transportation (KDOT) - **Andreana Albott** at: Andreana.Albott@ks.gov	Eisenhower State Office Building, East Tower Conference Rm	All Employees	This course helps participants understand the dynamics of change & the human response to change. Participants will learn what causes us to resist change & our emotional reaction to change. Participants are presented with strategies for managing change.
3/17/2020- 3/19/2020 - 8:30 AM to 4:30 PM	Emotional Intelligence	$350	KS Information Technology Office (KITO) - **Carolynn Ingram** at: Carolynn.Ingram@ks.gov Visit **online** at: http://oits.ks.gov/kito/epmo/kito-project-management-training	Nickell Armory 288 SW Topeka Blvd Topeka	Project Managers	Participants will be introduced to the basic concepts of emotional intelligence & will learn how to apply them to their project goals. Participants will learn to evaluate themselves, their project teams & their stakeholders. Participants will also be able to utilize the concepts in order to lead a high-functioning team project success.

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

Please provide the employee's ID, full name & email address when requesting course registration. Accommodations are arranged & covered by the employee's agency.

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April 2020 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
4/7/2020 - 1:00 PM to 4:00 PM	Kansas Project Management Methodology Executive Overview	$0	KS Information Technology Office (KITO) - **Carolynn Ingram** at: Carolynn.Ingram@ks.gov Visit **online** at: http://oits.ks.gov/kito/epmo/kito-project-management-training	Nickell Armory 288 SW Topeka Blvd Topeka	Project Managers	This course introduces participants to the State of Kansas Project Management Methodology (PMM). Participants will learn how Project Management Methodology evolved in the State of Kansas. The course is designed to provide an understanding of project concepts, roles & responsibilities, the planning process & project phases. Participants will learn the purpose of PMM and the importance of it to a project's success. The course also covers the importance of the roles and responsibilities of each team member on the project. Lastly, participants will be walked through all of the documentation that is submitted during planning, execution & close-out.
4/6/2020 - 10:00 AM to 11:30 AM	Stop the Bleed (ID: 1081985)	$0*	KS Department of Health & Environment (KDHE) - Register **online** at **KANSAS TRAIN** https://www.train.org/ks/, register/login, & look up by Course ID#	Curtis State Office Building, Conference Rm 530	All Employees	Massive bleeding from any cause but particularly from an active shooter or explosive event where a response is delayed can result in death. Similar to how the general public learns & performs CPR, the public must learn proper bleeding control techniques, including how to use their hands, dressings & tourniquets. Victims can quickly die from uncontrolled bleeding, within five to 10 minutes.
4/23/2020 - 8:30 AM to 11:30 AM	Business Writing Workshop (RVHR1303)	$0*	KS Department of Revenue (KDOR) - **George Waters** at: George.Waters@ks.gov	Zibell Building, 300 SW 29th Honeybee Rm Topeka	All Employees	Whether your customers are external or internal to the organization, building customer relations starts with effective customer correspondence. If your customer correspondence entails giving instructions, handling complaints or refusing requests, this workshop is for you. In this workshop, participants learn strategies for producing effective customer letters by focusing on reader analysis, content development, organization & readability. This course looks at writing from a value-added approach. This is not a grammar course.

May 2020 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
5/1/2020 - 10:30 AM to 11:30 AM	Great Minds	$0*	KS Department of Administration (KDoA) - **Craig Kibbe** at: Craig.Kibbe@ks.gov	Landon State Office Building, Conference Rm 560	All Employees	Collaborative discussions aimed to develop & connect our State of Kansas Workforce. The topic/article will vary from month to month, but generally involves leadership, innovation, communication or other trending workplace issues. Register ahead to receive a link to the article that will be discussed. Please receive your supervisor's permission to attend.
5/5/2020- 5/6/2020 - 8:30 AM to 4:30 PM	Mastering the Interview & Gathering of Project Requirements	$245	KS Information Technology Office (KITO) - **Carolynn Ingram** at: Carolynn.Ingram@ks.gov Visit **online** at: http://oits.ks.gov/kito/epmo/kito-project-management-training	Nickell Armory 288 SW Topeka Blvd Topeka	Project Managers	This course will teach participants how to analyze the information & expedite the desired goals, objectives & outcomes given by the customer. Participants will understand how to move beyond the gathering of basic or surface level requirements discussed by the customer to those which are detailed & measurable & needed for project success.

June 2020 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
6/8/2020 - 10:00 AM to 11:30 AM	Stop the Bleed (ID: 1081985)	$0*	KS Department of Health & Environment (KDHE) - Register **online** at **KANSAS TRAIN** https://www.train.org/ks/, register/login, & look up by Course ID#	Curtis State Office Building, Conference Rm 530	All Employees	Massive bleeding from any cause but particularly from an active shooter or explosive event where a response is delayed can result in death. Similar to how the general public learns & performs CPR, the public must learn proper bleeding control techniques, including how to use their hands, dressings & tourniquets. Victims can quickly die from uncontrolled bleeding, within five to 10 minutes.
6/16/2020- 6/17/2020 - 8:30 AM to 4:30 PM	Agile Project Management	$245	KS Information Technology Office (KITO) - **Carolynn Ingram** at: Carolynn.Ingram@ks.gov Visit **online** at: http://oits.ks.gov/kito/epmo/kito-project-management-training	Nickell Armory 288 SW Topeka Blvd Topeka	Project Managers	This 2-day course will examine the focus of energizing, empowering & enabling project teams to provide customer value in a strong Agile framework. Participants will examine the value & process to actively involve the customer in delivering features & functionality throughout the duration of the project. This course will explore actions which reinforce the ability to respond to a changing project environment while focusing on delivering high customer value in every project.

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
6/25/2020 - 8:30 AM to 3:30 PM	Project Management (RVHR3505)	$0*	KS Department of Revenue (KDOR) - **George Waters** at: George.Waters@ks.gov	Zibell Building, 300 SW 29th Honeybee Rm Topeka	All Employees	Not just for managers! If you have ever painted a room in your house or coordinated the holiday luncheon, you already have experience in project management. This course will look at a structured approach to Project Management that will give you tips to improve your management skills as well as new ideas & approaches to team building.
6/30/2020 - 8:30 AM to 11:30 AM	Generational Differences (RVHR4007)	$0*	KS Department of Revenue (KDOR) - **George Waters** at: George.Waters@ks.gov	Zibell Building, 300 SW 29th Honeybee Rm Topeka	All Employees	Embracing the diversity of different generations is a must in today's workforce. To build strong work teams & associate relationships, you must strive to understand the differences that exist in the workplace. This informative & interactive workshop gives insight into the personality & job-related traits of the generations in the workforce today.

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

Please provide the employee's ID, full name & email address when requesting course registration. Accommodations are arranged & covered by the employee's agency.

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July 2020 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
7/6/2020-7/10/2020 7/20/2020-7/24/2020 and; 8/3/2020-8/7/2020 - 8:30 AM to 4:30 PM	Kansas Project Management Methodology Certification	$1,655	KS Information Technology Office (KITO) - **Carolynn Ingram** at: Carolynn.Ingram@ks.gov Visit **online** at: http://oits.ks.gov/kito/epmo/kito-project-management-training	Nickell Armory 288 SW Topeka Blvd Topeka	Project Managers	This intensive course focuses on ways participants can run projects faster & more effectively. Participants will learn how to successfully create, monitor & guide the project's scope & critical path. Participants will diagnose & prevent problems such as scope creep, time slippage & team conflicts. All Project Management courses have been certified with the Project Management Institute (PMI). PMI is the world's largest project management association & administers a globally recognized Project Management Professional (PMP) credential program. PMP certification is the most widely recognized in the profession. This certification demonstrates a high level of expertise & knowledge of project management concepts and practices. By aligning course work with PMI, an organization knows that the training is founded on solid information & will support certifications which are globally recognized. *For certification as a State of Kansas IT Project Manager, the participant must complete all three weeks of class & successfully pass a final examination.*
7/14/2020 - 12:30 PM to 3:30 PM	Professionalism 101 (RVHR1400)	$0*	KS Department of Revenue (KDOR) - **George Waters** at: George.Waters@ks.gov	Zibell Building, 300 SW 29th Honeybee Rm Topeka	All Employees	This course will cover composing solid cover letters, creating & updating portfolios & resumes, the interview process & what to do after the interview.
7/16/2020 - 8:30 AM to 11:30 AM	Expressing Yourself with Skill (RVHR1504)	$0*	KS Department of Revenue (KDOR) - **George Waters** at: George.Waters@ks.gov	Zibell Building, 300 SW 29th Honeybee Rm Topeka	All Employees	Though conflict is viewed by many individuals & organizations as something that should be avoided, conflict is a natural result of working together. The key to maintaining positive working relationships is using the conflict that occurs in a positive way. It is only when individuals are allowed to draw out & value different points of view & discuss them in an open atmosphere that conflict becomes a successful ingredient in the workplace. In order to do this, it is helpful for employees to learn about positive communication. This course provides associates & supervisors the tools to Express Yourself with Skill.

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
7/21/2020 - 8:30 AM to 11:30 AM	Dealing with Difficult People (RVHR1011)	$0*	KS Department of Revenue (KDOR) - **George Waters** at: George.Waters@ks.gov	Zibell Building, 300 SW 29th Honeybee Rm Topeka	All Employees	This course will give you concrete ways to deal with the difficult people in your life. It provides specific strategies for getting adversaries to cooperate, bullies to back off, wallflowers to open up, chronic complainers to quiet down & it will demonstrate how your actions can be inadvertently creating the difficult people in your life!
7/22/2020 - 12:30 PM to 4:00 PM and; 7/23/2020 - 8:30 AM to 12:00 PM	Presentation Skills (RVHR1308)	$0*	KS Department of Revenue (KDOR) - **George Waters** at: George.Waters@ks.gov	Zibell Building, 300 SW 29th Honeybee Rm Topeka	All Employees	"According to most studies, people's number 1 fear is public speaking. Number 2 is death. Death is number 2. Does that sound right? This means to the average person, if you go to a funeral, you're better off in a casket than doing the eulogy." -Anonymous If you feel yourself relating to the above quotation, Presentation Skills is the course for you. With a maximum class size of 6, Presentation Skills provides a safe & supportive environment to develop & practice public speaking skills. The course will help presenters identify their strengths in preparing & delivering presentations. Some areas to be covered are: speaking fears & coping mechanisms, writing clear objectives, audience analysis, organization, visual aids & staging. Participants will complete a Presentation Skills Profile to assess areas of growth. Using the results of the Profile & the tools provided through a Presentation Skills Model, participants will develop & deliver a 5-10 minute presentation. Feedback over individual presentation will be given by the instructor & participants for later review by the presenter. This course will not only be beneficial to Managers, Supervisors & Team Leaders that give presentation often, but also useful for individuals that want to develop or hone their presentation skills.

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

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August 2020 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
8/3/2020 - 10:00 AM to 11:30 AM	Stop the Bleed (ID: 1081985)	$0*	KS Department of Health & Environment (KDHE) - Register **online** at **KANSAS TRAIN** https://www.train.org/ks/, register/login, & look up by Course ID#	Curtis State Office Building, Conference Rm 530	All Employees	Massive bleeding from any cause but particularly from an active shooter or explosive event where a response is delayed can result in death. Similar to how the general public learns & performs CPR, the public must learn proper bleeding control techniques, including how to use their hands, dressings & tourniquets. Victims can quickly die from uncontrolled bleeding, within five to 10 minutes.
8/11/2020 - 8:30 AM to 12:00 PM	On the Job Trainer (RVHR1060)	$0*	KS Department of Revenue (KDOR) - **George Waters** at: George.Waters@ks.gov	Zibell Building, 300 SW 29th Honeybee Rm Topeka	All Employees	This course is a Train-the-On-the-Job Trainer workshop. It provides guidelines for planning & conducting effective on-the-job training sessions. On the Job Training is characterized as a less formal training method whose purposes is to provide trainees the skills required to perform their job. It is often facilitated by subject matter experts who do not have a background in training. This course will outline a 4-step plan that allows anyone to create on-the-job training programs that help employees develop essential skills & improve performance.

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
8/18/2020 - 8:30 AM to 11:30 AM	Left or Righty? (RVHR1503)	$0*	KS Department of Revenue (KDOR) - **George Waters** at: George.Waters@ks.gov	Zibell Building, 300 SW 29th Honeybee Rm Topeka	All Employees	Ever wonder why a co-worker is habitually late to meetings & you are always 10 minutes early? Or why you like to keep lists of work to be done & your cube buddy uses post-it notes to keep track of assignments? Are you a Lefty or Righty? Is a unique time management course designed to provide you with techniques of staying organized that best fit your brain preference. During this course, you will discover whether you are left, or right brain dominant & which time management techniques fit your natural preferences.

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

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September 2020 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
9/8/2020 - 8:30 AM to 11:30 AM	Myers-Briggs Type Indicator (RVHR1000)	$50	KS Department of Revenue (KDOR) - **George Waters** at: George.Waters@ks.gov	Zibell Building, 300 SW 29th Honeybee Rm Topeka	All Employees	This course provides participants with an understanding of the purpose & benefits of the Myers-Briggs Type Indicator (MBTI) inventory as well as understanding their own MBTI personality type. During this course, participants will have an opportunity to complete the inventory, receive computer-scored results, receive an interpretation & compare their results with a self-assessment. The Myers-Briggs Type Indicator instrument is the most widely used & respected personality inventory in history. We can depend on this assessment when making important business, career, or personal decisions. The MBTI inventory helps you improve work & personal relationships, increase productivity & identify leadership & interpersonal communication preferences. The standard assessment uses 93 items to determine your preferences on 4 scales: Extraversion - Introversion Sensing - Intuition Thinking - Feeling Judging - Perceiving The MBTI classifies 16 different ways that we relate to each other & provides powerful insights into our own communication styles & the communication styles of others.
9/15/2020- 9/17/2020 - 8:30 AM to 4:30 PM	Agile Project Management with Scrum	$350	KS Information Technology Office (KITO) - **Carolynn Ingram** at: Carolynn.Ingram@ks.gov Visit **online** at: http://oits.ks.gov/kito/epmo/kito-project-management-training	Nickell Armory 288 SW Topeka Blvd Topeka	Project Managers	During this three-day course, participants will examine the beginning framework of Scrum, the roles responsibilities of team members & each aspect of running projects using Scrum methodologies. Participants will learn how to shift the roles from a traditional project manager to ScrumMaster. This course will also include situations to challenge participants with what Scrum is & is not.

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
9/29/2020 - 1:00 PM to 4:00 PM	Kansas Project Management Methodology Executive Overview	$0	KS Information Technology Office (KITO) - **Carolynn Ingram** at: Carolynn.Ingram@ks.gov Visit **online** at: http://oits.ks.gov/kito/epmo/kito-project-management-training	Nickell Armory 288 SW Topeka Blvd Topeka	Project Managers	This course introduces participants to the State of Kansas Project Management Methodology (PMM). Participants will learn how Project Management Methodology evolved in the State of Kansas. The course is designed to provide an understanding of project concepts, roles & responsibilities, the planning process, and project phases. Participants will learn the purpose of PMM & the importance of it to a project's success. The course also covers the importance of the roles & responsibilities of each team member on the project. Lastly, participants will be walked through all of the documentation that is submitted during planning, execution & close-out.

Make sure you have your supervisor's and/or appointing authority's approval to attend a class.

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October 2020 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
10/6/2020 - 8:30 AM to 11:30 AM	Generational Differences (RVHR4007)	$0*	KS Department of Revenue (KDOR) - **George Waters** at: George.Waters@ks.gov	Zibell Building, 300 SW 29th Honeybee Rm Topeka	All Employees	Embracing the diversity of different generations is a must in today's workforce. To build strong work teams & associate relationships, you must strive to understand the differences that exist in the workplace. This informative & interactive workshop gives insight into the personality & job-related traits of the generations in the workforce today.
10/9/2020 - 10:00 AM to 11:30 AM	Stop the Bleed (ID: 1081985)	$0*	KS Department of Health & Environment (KDHE) - Register **online** at **KANSAS TRAIN** https://www.train.org/ks/, register/login, & look up by Course ID#	Curtis State Office Building, Conference Rm 530	All Employees	Massive bleeding from any cause but particularly from an active shooter or explosive event where a response is delayed can result in death. Similar to how the general public learns & performs CPR, the public must learn proper bleeding control techniques, including how to use their hands, dressings & tourniquets. Victims can quickly die from uncontrolled bleeding, within five to 10 minutes.
10/13/2020 - 8:30 AM to 4:30 PM	Project Risk Management	$140	KS Information Technology Office (KITO) - **Carolynn Ingram** at: Carolynn.Ingram@ks.gov Visit **online** at: http://oits.ks.gov/kito/epmo/kito-project-management-training	Nickell Armory 288 SW Topeka Blvd Topeka	Project Managers	This course will teach participants how to examine & measure objectives within cost, schedule & cultural issues. Risk for this program is examined as defining the probability of the project. This course will examine risk identification, risk communication & risk planning.
10/14/2020- 10/15/2020 - 8:30 AM to 4:40 PM	Project Risk Management Advanced	$245	KS Information Technology Office (KITO) - **Carolynn Ingram** at: Carolynn.Ingram@ks.gov Visit **online** at: http://oits.ks.gov/kito/epmo/kito-project-management-training	Nickell Armory 288 SW Topeka Blvd Topeka	Project Managers	This 2-day course will review the basic concepts of project risk & project risk management & then dig deeper into identifying risks & strategizing solutions for those risks. Participants will explore tools & techniques for collecting, analyzing, implementing & monitoring data & the responses to combat risk.

November 2020 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
11/3/2020 - 12:30 PM to 4:00 PM and; 11/4/2020 - 8:30 AM to 12:00 PM	Presentation Skills (RVHR1308)	$0*	KS Department of Revenue (KDOR) - **George Waters** at: George.Waters@ks.gov	Zibell Building, 300 SW 29th Honeybee Rm Topeka	All Employees	"According to most studies, people's number 1 fear is public speaking. Number 2 is death. Death is number 2. Does that sound right? This means to the average person, if you go to a funeral, you're better off in a casket than doing the eulogy." -Anonymous

If you feel yourself relating to the above quotation, Presentation Skills is the course for you. With a maximum class size of 6, Presentation Skills provides a safe & supportive environment to develop & practice public speaking skills. The course will help presenters identify their strengths in preparing & delivering presentations. Some areas to be covered are: speaking fears & coping mechanisms, writing clear objectives, audience analysis, organization, visual aids & staging. Participants will complete a Presentation Skills Profile to assess areas of growth. Using the results of the Profile & the tools provided through a Presentation Skills Model, participants will develop & deliver a 5-10 minute presentation. Feedback over individual presentation will be given by the instructor & participants for later review by the presenter. This course will not only be beneficial to Managers, Supervisors & Team Leaders that give presentation often, but also useful for individuals that want to develop or hone their presentation skills. |
11/5/2020 - 8:30 AM to 11:30 AM	Expressing Yourself with Skill (RVHR1504)	$0*	KS Department of Revenue (KDOR) - **George Waters** at: George.Waters@ks.gov	Zibell Building, 300 SW 29th Honeybee Rm Topeka	All Employees	Though conflict is viewed by many individuals & organizations as something that should be avoided, conflict is a natural result of working together. The key to maintaining positive working relationships is using the conflict that occurs in a positive way. It is only when individuals are allowed to draw out & value different points of view & discuss them in an open atmosphere that conflict becomes a successful ingredient in the workplace. In order to do this, it is helpful for employees to learn about positive communication. This course provides associates & supervisors the tools to Express Yourself with Skill.
11/6/2020 - 10:30 AM to 11:30 AM	Great Minds	$0*	KS Department of Administration (KDoA) - **Craig Kibbe** at: Craig.Kibbe@ks.gov	Landon State Office Building, Conference Rm 560	All Employees	Collaborative discussions aimed to develop & connect our State of Kansas Workforce. The topic/article will vary from month to month, but generally involves leadership, innovation, communication or other trending workplace issues. Register ahead to receive a link to the article that will be discussed. Please receive your supervisor's permission to attend.
11/10/2020 - 8:30 AM to 11:30 AM	Coping with Stress (RVHR1503)	$0*	KS Department of Revenue (KDOR) - **George Waters** at: George.Waters@ks.gov	Zibell Building, 300 SW 29th Honeybee Rm Topeka	All Employees	Stress is a common feeling we all experience at times. Some stress is good for us & helps us to perform our best. But when we are under too much stress for too long, our performance decreases & our overall health & wellbeing is affected. This interactive course will help you identify & manage stress, set limits, problem-solve & engage in self-care.

December 2020 Course Information

Date/Time	Course Title	Fee	Registration Contact	Location	Target Audience	Description/Purpose
12/11/2020 - 10:00 AM to 11:30 AM	Stop the Bleed (ID: 1081985)	$0*	KS Department of Health & Environment (KDHE) - Register **online** at **KANSAS TRAIN** https://www.train.org/ks/, register/login, & look up by Course ID#	Curtis State Office Building, Conference Rm 530	All Employees	Massive bleeding from any cause but particularly from an active shooter or explosive event where a response is delayed can result in death. Similar to how the general public learns & performs CPR, the public must learn proper bleeding control techniques, including how to use their hands, dressings & tourniquets. Victims can quickly die from uncontrolled bleeding, within five to 10 minutes.